



IT MANAGEMENT

Section 1: Computer and Network Requirements

Internet Requirements

A solid Internet connection, such as a T1 line, DSL, etc. Either Internet Explorer (version 4.01 or newer) or Netscape Navigator (version 4.x or higher). JavaScript and cookies must be enabled in the browser options.

Filtering Software Adjustment

Schools often implement Internet filtering software to reject objectionable web sites. In some cases, the filtering software will need to be programmed to accept our product's web sites before you can begin testing. Because all filtering software operates differently, please try to access our system prior to setting up a testing session.

Windows

The Computer must display at least 256 colors and have a minimum screen resolution of 640 by 480 pixels. However, 800 by 600 pixel resolution is highly recommended. It also must have Microsoft Windows 95 or later*,Pentium-class CPU or faster,16 MB RAM or more. If you are using Windows NT SP4 then 64 MB RAM recommended

Macintosh Computer Requirements

The Computer must display at least 256 colors and have a minimum screen resolution of 640 by 480 pixels. However, 800 by 600 pixel resolution is highly recommended. It must also be a Power Macintosh or newer and have 24 MB RAM or more.



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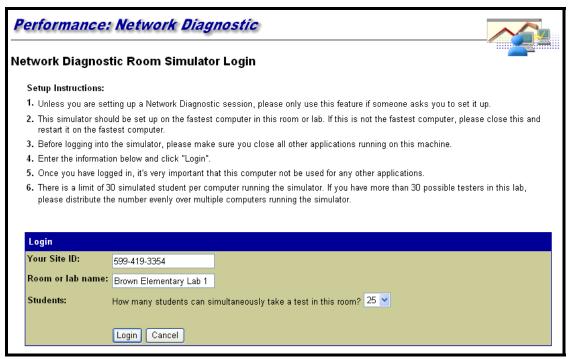
Section 2: Network Diagnostic

Step 1: Create Room Simulator(s)

- 1. Go to www.edperformance.com
- Choose Network Diagnostic from the Tools menu on the bottom left of the screen



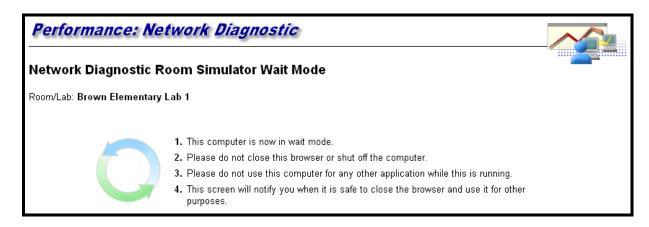
3. Enter the **Site ID**, **Room or lab name**, and # of **Students** for the lab that you want to use for the simulation and click the Login button.





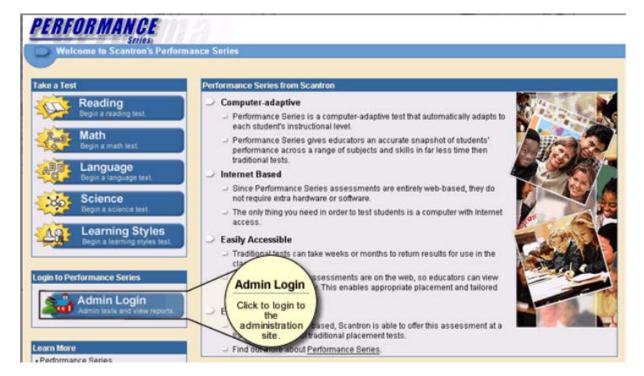


4. You should see a Room Simulator Wait Mode screen. Minimize the Wait Mode window(s),



Step 2: Create a Diagnostic Session

- 1. Open a new Internet browser window.
- 2. Go to http://www.edperformance.com/ and click the **Staff Member/Admin Login** button.





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3. Enter your top level **Site ID**, **Staff ID** and **Password**. Then click the **Login** button.



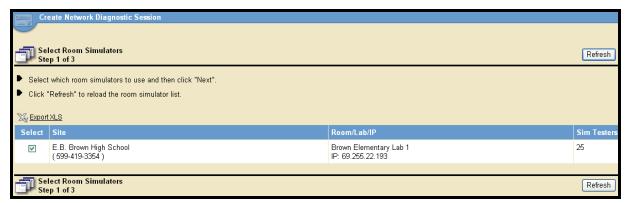
4. Click on the **Performance Tests** tab from the main menu.



From the Performance Tests menu, click <u>Create Diagnostic Sessions</u> under the <u>Network</u>
 Diagnostic menu.

Network Diagnostic

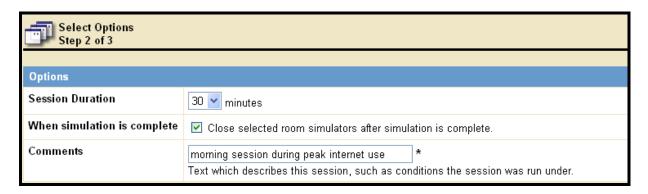
- · List Diagnostic Sessions
- Create Diagnostic Sessions
- · List Room Simulators
- · Close All Room Simulators
- 6. Select the room simulator(s) to use and click the Next button.



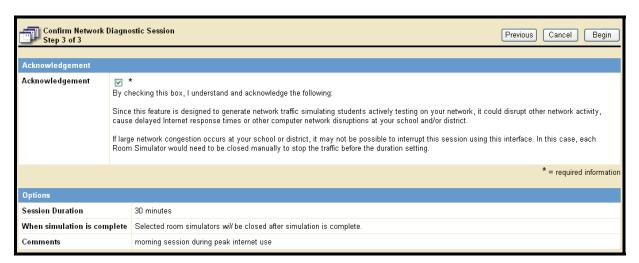


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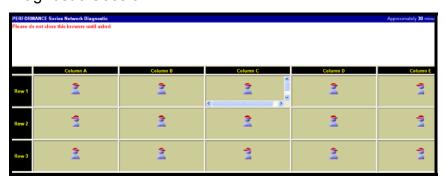
7. Select the session options (at least a 30 minute session duration is recommended) and click the Next button.



8. Read and accept the acknowledgement statement, confirm the details of the diagnostic, and click the Begin button.



9. Maximize the Room Simulator window(s) to view the status of the Network Diagnostic Session.







 Select <u>Go back to Performance Series</u> to login to Performance Series to view the results of the diagnostic, or select <u>Setup for another simulation</u> to run another diagnostic.

Performance: Network Diagnostic

Network Diagnostic Room Simulator Finished

This browser can now be closed.

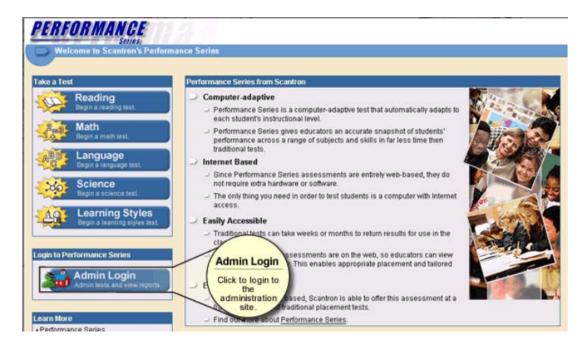
The computer can be used for other applications or shut down.

Options:

- 1. Go back to Performance Series
- 2. Setup for another simulation

Step 3: View the Results of the Diagnostic Session

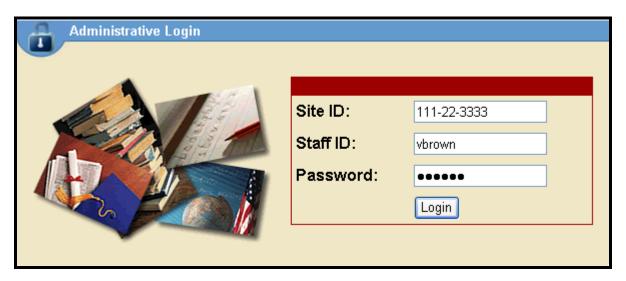
Go back to http://www.edperformance.com/ and click the Staff Member/Admin Login button.







2. Enter your top level **Site ID**, **Staff ID** and **Password**. Then click the **Login** button.



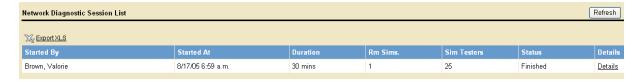
3. Click on the **Performance Tests** tab from the main menu.



From the Performance Tests menu, click <u>List Diagnostic Sessions</u> under the **Network** Diagnostic menu.

Network Diagnostic

- · List Diagnostic Sessions
- Create Diagnostic Sessions
- · List Room Simulators
- · Close All Room Simulators
- 5. Click Details to see the results of the Diagnostic Session.



6. View the Session Details, the Avg. load time, the number and percent of long loads, and the quality of the simulation.







- 7. Click the Close button to return to the Network Diagnostic Session List.
- 8. Click the Close button again to return to the Performance Testing main menu.

Note: For additional details and troubleshooting information for simulations that show unacceptable quality, read the **Network Diagnostics** section in the online Performance Series Help menu.

Section 3: Import Manager

Step 1: Upload file(s) for import.

1. From the Site Admin menu, click **Current** under the **Import Manager** menu.



2. To create a new import, select Click here.

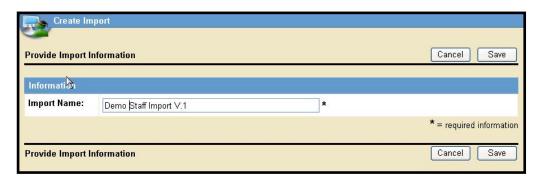


3. **Provide Import Information** by entering a name for the Import and click the button.

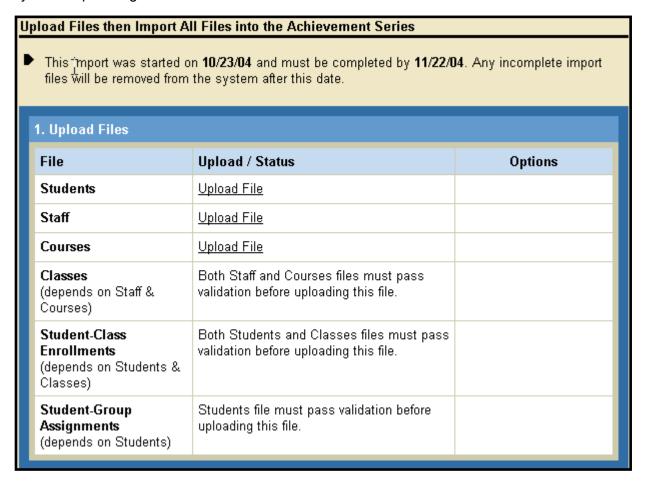
Save







4. Click <u>Upload file</u> in in either the Students, Staff, or Courses row, depending on the type of file you are uploading.

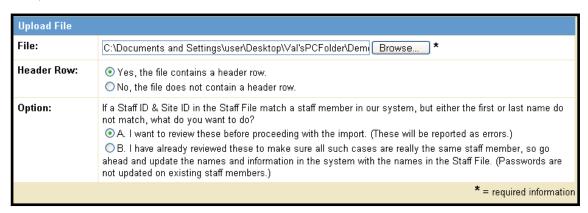




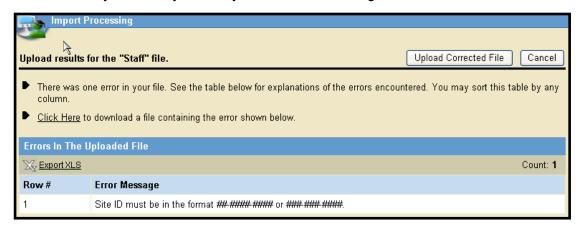


5. Enter in the name of your file and/or Click the Browse... button to search your files to find the Staff file you want to upload. If the file you created has a header row, be sure to select

Yes, the file contains a header row and click the OK button.



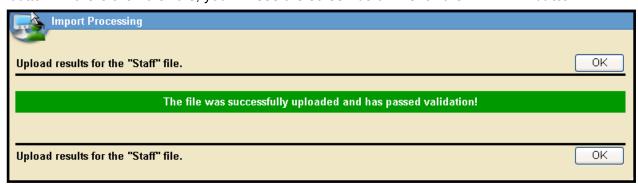
6. If there are any errors in your file, you will see a message like the one below:







7. Correct any errors in your file, save the corrections, and click on the **Upload Corrected File** button. If there are no errors, you will see the screen below. Click the **DK** button.



8. Verify that your file has **Passed Validation**. If you want to replace or remove the file before it is imported, you can do so here.

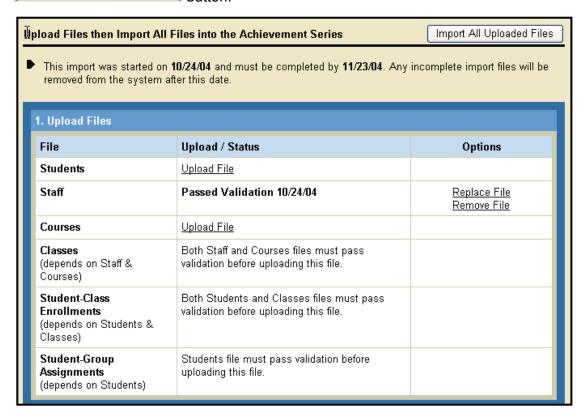




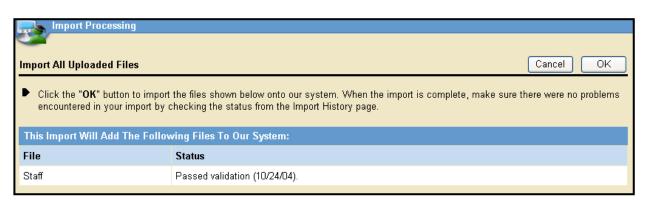
Step 2: Import Uploaded Files

1. Once all of the desired files have been uploaded in the import, click on the

Import All Uploaded Files button.



2. Verify the import you want to add to the system and click the OK button.





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3. When you have imported the file(s), you will see it added to the list of **Past Imports**. You can also choose to <u>Click here</u> to create a new import.

Current Import					
A current import does not exist. <u>Click here</u> to create a new import.					
Doet law orts					
Past Imports					
Export XLS Count: 4					
<u>Import Name</u>	<u>Event</u>	Completion Date ▼	Performed By		
Import Started On 10/24/2004	Import Completed.	10/24/04	vbrown		
Demo Staff Import V.1	Import Completed.	10/23/04	vbrown		
Test Import of Student Data v. 1	Import Completed.	10/23/04	vbrown		
Staff Import:Teachers:v.1 Started On 10/21/2004	Import Completed.	10/21/04	vbrown		

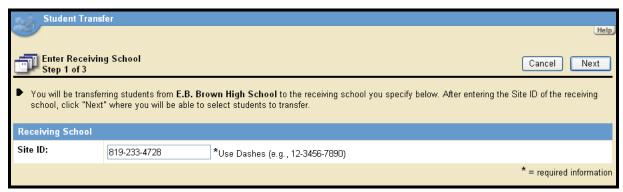
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Section 4: Transfer/Merge Students

1. Log in to a school building site, or click the Change button to navigate from the Top Level site to a School building site. From the School's Site Admin menu, click Transfer Students under the Students menu.

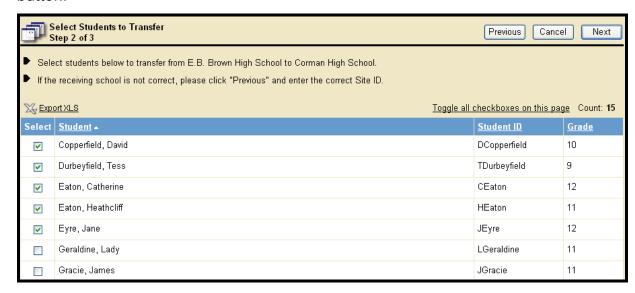


2. Enter the **Site ID** of the receiving school and click the Next button.



3. Select the student(s) that you want to transfer to the receiving school, or click

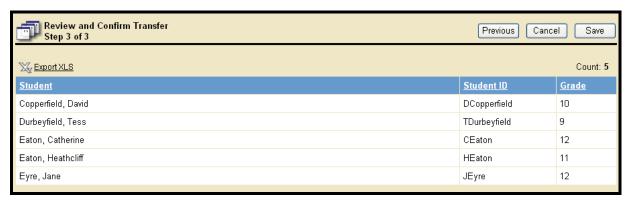
<u>Toggle all checkboxes on this page</u> to select all students, and click the button.



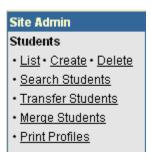
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4. Review and confirm the names of the students that you want to transfer and click

the Save button to return to the Site Admin main menu.

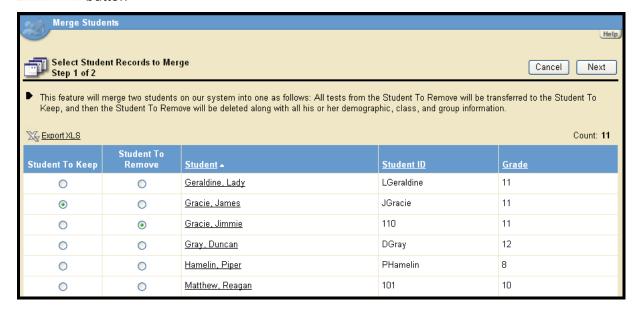


From the School's Site Admin menu, click <u>Merge Students</u> under the <u>Students</u> menu.



6. Select the Student(s) to keep, and the Student(s) to Remove, and click the

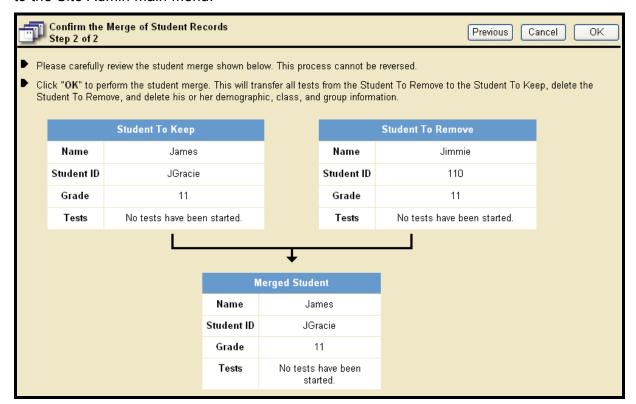
Next button





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7. Confirm the merge of the student records and click the button to return to the Site Admin main menu.



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Section 5: Year-End Data Rollover

From the Site Admin menu, click <u>Before You Begin</u> under the <u>Year-End Data</u>
 Rollover menu.

Year-End Data Rollover

- Before You Begin...
- Choose Rollover Options
- Edit Rollover Options
- Review the **Before You Begin** section to find answers to the following Performance Series related rollover questions before beginning the rollover process:

What is a rollover?

What happens during a rollover?

What should I do before the rollover?

How do I perform a rollover?

What should I do after the rollover?

Who can perform a rollover?

Do I have to rollover?

What happens if I don't rollover?

When should I rollover?

What should I do if the school year has already started?

I have already started to make changes to prepare for the school year. What should I do?

Can I choose a date in the past to rollover?

Can schools rollover separately from one another?

Should I do an import before or after the rollover?

What should I do with students who no longer attend the school?

What reports will help teachers plan classes for the new year?

Will I still be able to see my scores when I rollover?

- 3. Click the Close button to return to the **Site Admin** main menu.
- 4. From the Site Admin menu, click <u>Choose Rollover Options</u> under the **Year-End**Data Rollover menu.

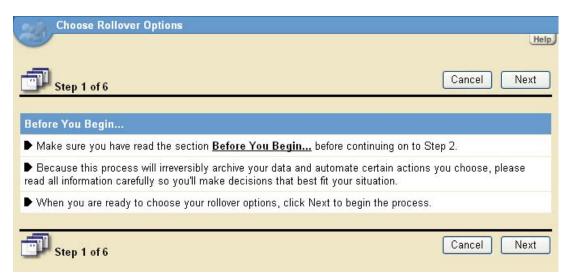
Year-End Data Rollover

- Before You Begin...
- Choose Rollover Options
- Edit Rollover Options

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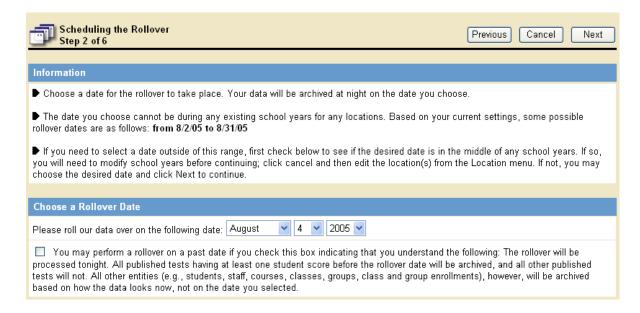
5. Verify that you have read the **Before You Begin...** section, and click the

Next button to begin.



6. Select the checkbox to transfer all students to the school indicated in the School to

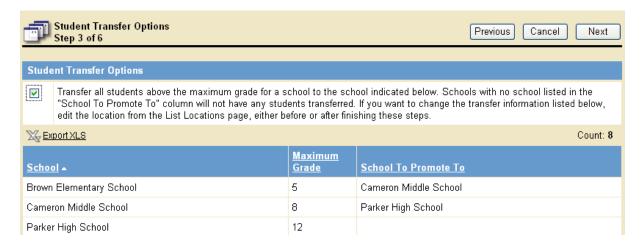
Promote To list and click the Next button to continue.



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Location •	<u>Year Start</u>	Year End
Brown Training School	9/1/05	8/31/06
Scantron Elementary School	8/1/03	6/30/04
Shelley Academy	8/1/03	6/30/04
TetraData Elem School	8/1/04	5/31/05
TetraData Middle	8/1/04	5/31/05
Training School District	8/1/04	8/1/05
Transfer School	8/1/04	5/1/05
Scheduling the Rollover Step 2 of 6	Previous	Cancel Next

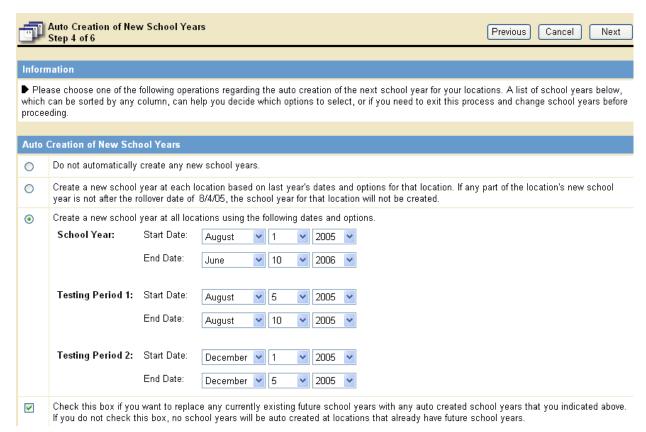
7. Select the checkbox to transfer all students to the school indicated in the <u>School to Promote To list</u>.





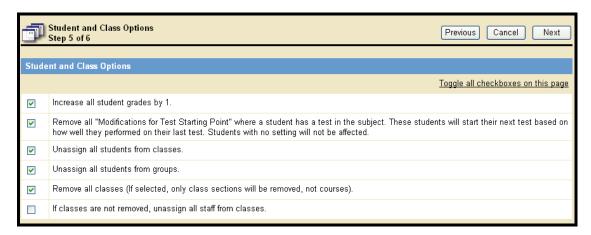
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8. Choose one of the options for the auto creation of new school years for your locations. Check the box if you want to replace existing future school years with the new auto creation school year and click the Next button to continue.



9. Select the desired student and class option(s), or click <u>Toggle all checkboxes on</u>

this page to select all of the checkboxes. Click the Next button to continue.

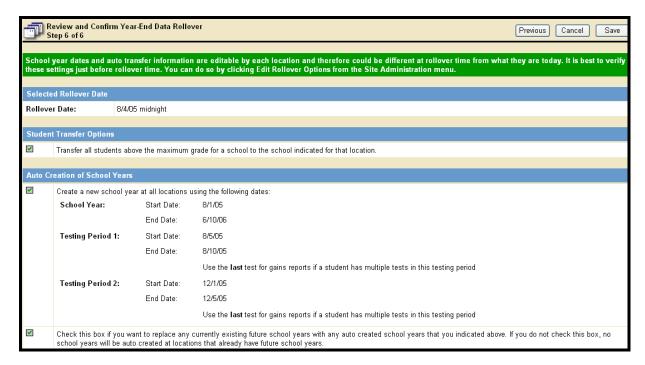




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10. Review and confirm the Year-End Data Rollover information and click the

Save button to finalize the process.



Section 6: Student Scores Export

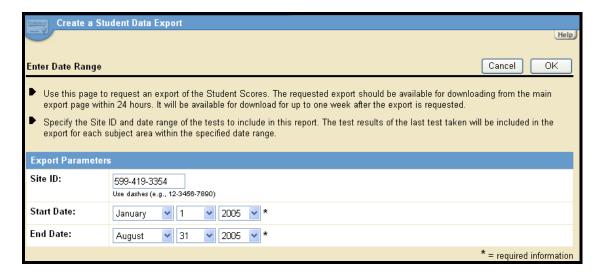
 From the Performance Tests menu, click <u>Create</u> under the <u>Student Scores</u> <u>Export menu</u>.



Enter the Site ID for the scores that you want to export test scores to, and choose the Start Date and End Date to choose a date range of the scores that you want to export.



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3. Click the view the export on the list of student data exports. To cancel the requested export, click <u>Cancel</u>. The requested export should be available for downloading from the main export page within 24 hours. It will be available for download for up to one week after the export is requested.

